

Section C

Description/Specifications/Performance Work Statement

For

**Decision Support for Strategic Planning
and Experimentation**

Phase III SBIR

**A procurement by the
U.S. General Services Administration
on behalf of
Air Force Strategic Development Planning and Experimentation Office
(SDPE)
Wright-Patterson Air Force Base, Ohio**

**Solicitation Number ID05180039
Contract Number TBD**

**This requirement is being solicited as an open market single award
IDIQ contract under the Small Business Innovation Research program**

**NAICS – 541715 Research and Development in Physical, Engineering, and Life Sciences
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1 Background

A powerful theme is emerging from the United States . Air Force's (USAF) senior leaders, in the form of recent strategic guidance documents such as the Air Force Strategic Environment Assessment (AFSEA), the USAF Strategic Master Plan (SMP), and the Air Force Future Operating Concept (AFFOC): ***in order to outmatch and deter increasingly capable adversaries into the future, the Air Force needs to develop a diverse portfolio of advanced, integrated, multi-domain capabilities and operating concepts that can be rapidly modified and employed in highly-contested spaces.*** These spaces, which will lack air superiority and will have heavily guarded airspace with integrated defenses, will be a key threat to USAF operations. It is a priority for the USAF to understand and mitigate these threat scenarios for the success of future operations.

Satisfying this increasingly urgent need begins with a comprehensive understanding of the many trade-off decisions encountered within the capability acquisition lifecycle. This includes a variety of acquisition decisions such as budget decisions, weapon system upgrade decisions, research investment decisions, and force structure decisions. This complex acquisition *tradespace*, to include early R&D investment decisions, weapon system design and selection decisions, and weapon system upgrade and sustainment decisions is the focus of the Air Force Strategic Development Planning and Experimentation Office (SDPE), which is responsible for supporting capability development planning efforts and conducting experimentation campaigns to hone resource planning choices for senior USAF leaders. SDPE has embarked on an aggressive effort to apply data analytics, modeling, simulation, experimentation, and the latest technologies and methodologies to this Air Force challenge.

Especially in today's fiscally constrained environment, acquisition decisions must be supported by rigorous analytic capability founded on sound data, methods, and tools for informing resourcing decisions. Innovative solutions are needed to integrate warfighter and acquisition data from numerous sources and to align relevant data sets to provide decision makers with powerful tools for estimating, measuring, analyzing, predicting, comparing, and monitoring current, planned, and future systems in order to optimize operational readiness through best-value decisions.

The purpose of the Decision Support for Strategic Planning and Experimentation procurement, a Phase III Small Business Innovation and Research (SBIR) vehicle, is to leverage the analytical products, services, and testing derived from Phase I work completed in support of SBIR Topic A17-107, "Systematic Trade-Off Strategies for Balancing Survivability and Mobility in Vehicle Design," and apply them to Air Force acquisition tradespace challenges. Specifically, SDPE intends to extend the work already conducted by The Perduco Group (Perduco) to capture a broader range of insight capabilities for early acquisition tradespace decisions. This Phase III contract will leverage technology developed in the Phase I SBIR to fill critical analysis gaps and increase the rigor of Air Force and DoD resourcing decisions through enhanced capabilities in five key areas: tools, data, people processes, and partnerships (TDP3).

A comprehensive suite of automated decision support tools, coupled with subject matter experts, is required to enhance critical decision support processes across the wide range of military domains and to help inform acquisition and warfighting trade discussions. Effective use

of these tools requires the right data, people, processes, and partnerships, which must all be organized into an integrated analytical ecosystem. These key TDP3 areas have been highlighted by SDPE as critical to an Air Force modeling, simulation, and analysis (MS&A) roadmap to support acquisition tradespace decisions.

The Phase I case study on vehicle design lends itself to a more comprehensive approach to acquisition tradespace analysis. Perduco recommended this broader tradespace approach and was encouraged by the Army to provide a more robust capability that could be applied beyond the vehicle design example. The resulting innovation work leverages over 15 years of research by Dr. Adam Ross, Perduco's technical lead for acquisition analytics, in the areas of systems engineering and model-centric conceptual design for evaluating resourcing allocation decisions. Dr. Ross led the SBIR Phase I work on the early acquisition tradespace environment, bringing analytical rigor to this domain. The intent of this IDIQ contract is to extend the TSE & MATE methodologies, tools, and related components that were developed under this Phase I effort as these capabilities will support and provide novel solutions to SDPE & USAF mission sets.

Tradespace Exploration (TSE) is a design paradigm arising from Dr. Ross' research that focuses on the evaluation of many alternatives, with the goal of generating insights about fundamental tradeoffs in system capabilities in order to inform acquisition decisions. This is accomplished primarily through human-in-the-loop interaction with visualizations and analyses of the outcome space (e.g. performance, cost, and survivability data, often produced by models). TSE is agnostic to the choice of data source (e.g. subject matter expert evaluations, first-principles-derived models, simulations, etc.), enabling it to be applied to a wide variety of projects and system decisions. TSE shares many similarities with both the "design by shopping" paradigm and set-based design. In the former, open exploration of alternatives is used to help stakeholders understand their own preferences and more capably choose a system design, while in the latter, large groups of designs are carried forward into design and successively reduced based on identifying what tradeoffs can be delayed versus what decisions are dominant and can be safely implemented.

Multi-Attribute Tradespace Exploration (MATE) is a value-driven approach to TSE that specifically seeks to mathematically combine different value-generating "attributes" into aggregate benefit and cost scores. Typically, this is accomplished using multi-attribute utility and expense functions, following the axiomatic principles of utility theory. However, just as TSE is agnostic to the source of performance data, MATE is agnostic to the choice of value metrics and models, allowing for a great deal of customizability across different applications. Additionally, because value models may be challenging to create with a high degree of accuracy and may be subject to change (e.g. due to stakeholder turnover or uncertain operational environment), MATE can be used to trade between value models and identify which insights are robust enough to model choice (e.g. more likely to be "real" versus artifacts of a model).

Perduco has successfully commercialized these analytic capabilities and is actively applying them to tradespace decisions within the Air Force and Department of Defense (DoD) Joint Staff. The Air Force has previously awarded funding to further the development of innovative tools to support acquisition resourcing decisions, multi-domain experimentations, and the alignment of critical TDP3 elements to provide a robust environment and critical capabilities to engage both the warfighter and acquisition communities during continuous capability planning activities. The

Joint Staff has funded TSE and MATE visualizations for implementation within strategic DoD decision spaces until further development can be accomplished using this IDIQ.

The capabilities developed throughout this SBIR program provide effective decision-making visibility to organizations throughout the Department of Defense. Many offices across AFRL, the Air Force Life Cycle Management Center, the Air Staff, and Joint Staff will benefit from this work and have identified additional needs to develop a more robust innovation tradespace decision support capability. These SBIR technologies have shown that effective decision making requires the right tools, data, people, processes, and partnerships to truly bring analytical rigor to decision support at senior levels of these warfighter and acquisition organizations. This contract will enable these decision support capabilities to be further implemented across the Air Force and DoD. The services, products, and support provided here can fundamentally change the approach to tradespace evaluations and enable many improvements to existing processes and technical approaches:

- Improved decision support tools supported by shared data from authoritative sources such as NASIC for adversary capabilities, AFRL for future weapon system capabilities, and LCMC for current weapon system programs of record with an understanding of data governance and ownership tied to those authoritative sources
- Improved rigor in decision support constructs based on proven analytic methods for evaluating multi-attribute tradespace decisions
- Improved breadth of decision support tools beyond TSE and MATE, which, when aligned properly, can provide a suite of capability to enhance and increase the rigor of decision support analytics. These tools will be outside of previous phase I SBIR mechanisms unless determined to be fair and reasonable.
- Improved understanding of the people, processes, and partnerships required to support robust acquisition tradespace decisions.
- Improved awareness of tradespace and innovation capabilities through application of relevant aspects of TDP3 to Air Force and DoD use cases

2 Orientation

The Decision Support for Strategic Planning and Experimentation procurement will develop and implement analytical tools, integrate sound data environments, provide for the services of acquisition tradespace analysts, establish effective processes for integrated analysis, and develop appropriate DoD partnerships to enable analytics-driven improvements to acquisition planning.

This PWS describes the Primary Performance Objectives. These activities include the following:

- Document and Presentation Support
- Acquisition Tradespace Tool Implementation and Training
- Acquisition Tradespace Tool Maturation and Integration
- Acquisition Analysis and Experimentation

The ordering period of this contract will be approximately five (5) years with a total period of performance of six (6) years. The objective of this Phase III SBIR procurement action is

to identify and place an IDIQ contract with the identified Contractor. Contract types available for Task Orders awarded under this contract will be Firm Fixed Price, Time and Materials / Labor Hour, and Cost Reimbursement.

Resources

Under this contract/task order, unless otherwise stipulated (see Section 8 – Government Furnished Items), the Contractor must furnish or provide all personnel, personnel management and supervision, all related internal supporting business functions (including background and “overhead” personnel), materials, supplies, equipment, tools, and facilities to perform the full range of technical and administrative services required by this contract/task order.

The contractor must provide fully trained and qualified personnel for all requirements. (Reference “Staff Employee Requirement” in Section 7 of this PWS.)

Placement and Management of Work

This PWS describes the overall scope of this requirement. The Government will issue Task Orders for specific work requirements. The Task Orders will describe the specific work requirements. The Government anticipates that the Task Orders will predominantly use the Time and Material contract type; however, other contract types may be used based on the nature of the work. The Task Orders may have a single period of performance or a Base with Option periods of performance. Periods of performance will be clearly identified in each Task Order.

Control of Contractor Employees

Contractor personnel must perform work as specified in the Task Orders as directed by the Contractor’s designated Project Manager. The selection, assignment, reassignment, transfer, supervision, management, monitoring, and control of contractor employees in performance of this PWS must be the responsibility and at the prerogative of the Contractor. All work must be performed within the scope of this PWS and the Government will not ask or require the Contractor to perform work that is outside of the scope of each Task Order.

NOTE: The Contractor must start work under each Task Order upon Task Order award (via issuance of a SF300 through the GSA ITSS system).

Customers

The customer and recipient of all work performed under this contract is the U.S. Federal Government.

Performance Monitoring

Contractor performance will be monitored by the designated Government representatives in accordance with the Contractor’s Quality Control Plan (QCP) and the Government’s Quality Assurance Surveillance Plan (QASP) (see Section G and Section J attachments).

General Definitions

In addition to what is included below, each Task Order awarded under this contract may have Task Order specific definitions.

- SBIR Program. Small Business Innovation Research program, authorized by the Small Business Innovation Development Act of 1982 (P.L. 97-219) and enhanced under the Small Business Research and Development Enhancement Act of 2000 (P.L. 102-564) and reauthorized through September 30, 2008 by the Small Business Reauthorization Act of 2000 (P.L. 106-564). The SBIR program is currently authorized through 30 September 2017 under the Small Business Act, 15 U.S.C. Sections 9 and 638.
- Quality Assurance Personnel (QAP). Functionally qualified Government personnel responsible for the surveillance of Contractor performance and providing communications to the Contractor(s) and Contracting Officer (CO).
- Quality Control. Those actions taken by a Contractor to control the production of outputs to ensure that they conform to the contract requirements.
- Normal Workweek. A workweek is 40 hours occurring per shift assignment each week.
- Man-year. For the purposes of this PWS one (1) man-year is defined as a total of 1920 labor hours.
- Contractor Personnel. Any employee of the Contractor or Contractor Teaming Partner/Subcontractor and their employees.
- CR – Client Representative – Government program office representative, usually Project Manager or COR/COTR.
- ACR – Alternate Client Representative – Alternate Government program office representative, usually an Alternate Project Manager, COR/COTR, or designee of the CR.
- CO – Contracting Officer – Warranted by the Government – able to bind Government by awarding and modifying contracts/Task Orders, only a CO is able to make changes to terms and conditions of a contract/Task Order.
- Quality Assurance Surveillance Plan (QASP). A plan detailing the contract surveillance procedures.
- QASP Objectives, Measures and Expectations. An attachment to the QASP that lists the measures and expectations that will be used to evaluate Contractor performance of the PWS objectives.
- QASP Performance Evaluation Report. A table listing performance objectives and deliverables that is used by Government evaluators to record the results of Contractor performance evaluations.

Technical Definitions

- None identified.

3 Assumptions

The Contractor must employ a staff with sufficient experience, expertise and qualifications to perform each of the tasks in the PWS for each Task Order.

4 Primary Performance Objectives (Technical)

The objective of the Decision Support for Strategic Planning and Experimentation Phase III

SBIR Program is to provide a suite of early acquisition analysis services, infrastructure, and software products that apply proven methodologies to support the SDPE office and enable optimal decision-making by Air Force senior leaders and the acquisition community. This includes the needed TDP3 capability and application of this overall capability to government use cases. Specific tool objectives include, but are not limited to, utilization of the SBIR developed decision support capability to do the following:

Tool Objectives:

- Supporting acquisition tradespace studies to evaluate warfighter capabilities, differing designs, program recommendations, and overall portfolio performance.
- Assess innovation tradespace tools and applications to better understand their alignment and relevance with respect to the innovation aspects of continuous capability planning
- Advance the analytic methods within the tradespace capability suite to increase and enhance the rigor associated with tradespace decisions
- Increase the visualization and reporting capability for decision support tools within the tradespace tools being used to support acquisition decisions
- Create application tools and software capable of being hosted, implemented, and sustained on Air Force and DoD networks of varying classification levels
- Explore and develop additional innovation tool capabilities to enhance and improve the overall tradespace and experimentation suite of capabilities

Application of Perduco's analytical tools and assessment capability is enhanced by the alignment of critical components of data, people process, and partnerships across the Air Force and DoD. Examples of related objectives across these pillar components are included below:

Data:

- Understanding an appropriate data architecture to develop a broad-based data environment to leverage Air Force and DoD data to support tradespace resourcing decisions
- Development of data architectural components required to create a robust data environment
- Create data ingestion and extraction processes and procedures supported by robust data quality and data governance processes
- Determine appropriate data governance, data ownership, and data management activities to ensure the accuracy, quality, and condition of the data to enable decision support tools
- Prepare, clean, and ingest necessary data into a data environment that enables use case assessments, experimentation, and the decision support suite of tools and experimentation or use case activities

People:

- Provide qualified support staff to enable development, execution, and sustainment of decision support tools and capabilities
- Define, develop, and deliver training and educational materials and presentation/instruction to support a broader adoption of robust decision support

capabilities

- Understand the human capital component needed from an analytic, acquisition, and warfighter perspective to enable the use of a robust decision support infrastructure
- Create an overall strategy to align human capital resources with decision support capabilities to provide a robust decision support infrastructure for the Air Force and DoD

Processes:

- Understand the processes to enable the use of decision support tools to provide a more robust decision support infrastructure for the Air Force and DoD
- Define, develop, and implement the needed processes to enable adoption of innovation tools to support continuous capability planning and experimentation
- Determine the governance structure within the Air Force and DoD to align processes effectively to enable organizational adoption of innovation tools and experimentation
- Provide staff and support for implementing and sustaining processes and making continual improvements to execute decision support activities

Partnerships:

- Create a strategic description of the Air Force and DoD organizational partnerships needed to support robust decision support activities
- Determine and develop new methods for partnering during decision support and experimentation activities
- Define and document partnering methods, relationships, and potential structures for increased effectiveness during acquisition and resourcing decisions
- Enable efficiencies and increase effectiveness of decision support activities through improvement of partnering capabilities across the Air Force and DoD

The TDP3 components align to develop and deliver robust decision support capability to enhance decision support activities, use cases, and a wide array of experimentations and experimentation campaigns. Examples of activities supporting these applications are below:

- Apply innovation tools to conduct decision support studies and specific acquisition and warfighting capability use cases to enable more informed resourcing decisions
- Conduct studies and related analysis activities to provide decision support insight and recommendations throughout continuous capability planning
- Support multi-domain experimentation and experimentation campaigns through the use of robust innovation and tradespace tools and capabilities
- Provide multi-domain expertise to support use case and experimentation activities
- Develop appropriate methods and analytical approaches to improve the analytic rigor and decision support insight provided as an output of use case and experimentation activities
- Identify, track, and support follow-on activities as a result of use case and experimentation activities conducted as part of, or related to this contractual effort

The Phase III SBIR Program contract allows for extending the technologies developed in the Phase I program and improving the usability, robustness, application, installation, training, integration, and overall maturation of the Government and Perduco's complementary

tradespace decision support tools. This also includes the enhancement and continued development of the data, people, process, and partnership pillars associated with the tool pillar to support a robust acquisition, experimentation, and decision support infrastructure. This PWS defines the overall requirements for this contract, whereas specific objectives will be defined within individual Task Orders at the time of award.

The following performance Objectives are those required by the Government to support Phase III of the Analytic Support to Acquisition Tradespace Decisions topic.

Objective 1 – Document and Presentation Support

To meet this objective, the Contractor must perform all functions necessary to provide any one or more of the following documentation and presentation support items when required by an individual Task Order.

Sub-Objective 1.1 – Project Plan

Create and maintain a Project Plan per the requirements of each Task Order. The Project Plan of each Task Order must describe, at a minimum, the resources necessary to accomplish the requirements of the PWS for each Task Order, an implementation strategy, and a milestone chart. The Project Plan must be submitted with each Task Order proposal and must be accepted by the Government concurrently with the Task Order award. The Project Plan may be modified after acceptance by mutual agreement of the parties. (Ref: Section F)

Sub-Objective 1.2 – Status Report

Provide up-to-date status of the program through monthly status reports, monthly financial reports, and quarterly Program Management Reviews (PMRs) according to the requirements of each Task Order. Each report must contain sufficient detail as to describe the status of all directed tasks detailing outstanding actions, a summary of the current financial status on all tasks, and a summary chart addressing any areas of concern or potential problems. (Ref: Section F)

Sub-Objective 1.3 – Technical Reports and Documentation

Prepare written documentation on the results of directed tasks to include verbal and written comments, formal reports, informal memorandums and letters, meeting minutes, and specialized technical reports and papers.

Sub-Objective 1.4 – Presentation Support

Prepare and present briefings on Government selected studies, models, or analyses associated with the requirements of each Task Order to various organizations, committees, or panels as defined by the Government. These briefings must be presented to the Government prior to the actual presentation, to ensure content accuracy and security considerations are properly addressed. (Ref: Section F)

Sub-Objective 1.5 – Special Report Preparation

Prepare documents, reports, and studies which pertain to Government selected topics of

interest as required by each Task Order. Prior to the release, the Contractor must present these items to the Government to ensure content accuracy and security considerations are properly addressed. (Ref: Section F)

Sub-Objective 1.6 – Classified Material Inventory Report Maintenance

Maintain a complete listing of all classified material to include, the title of the material; the origination date; the overall classification; the type of material (i.e. report, electronic media, etc.); the number of copies held; and any other information necessary to identify the inventory. Further, the contractor must obtain prior approval by the Client Representative (CR) and/or Alternate Client Representative (ACR) prior to the release of classified material. (Ref: Section F)

Objective 2 – Acquisition Tradespace Tool Implementation and Training

The Contractor must assist with implementation and installation related to the suite of tradespace decision support tools as required by each Task Order. The Contractor must support delivery of experimentation and acquisition analysis services, methodologies (e.g. TSE and MATE), and related innovation tools and software products. The Contractor must assist in coordination of scheduling and administration of any necessary training support. The Contractor must tailor training materials as appropriate. The Contractor must provide for initiating, submitting, and updating change documents/manuals for installation of software and/or hardware.

The contractor must assist with related tool, data, people, processes, and partnerships infrastructure areas needed to support a robust decision support and experimentation capability. This may involve, but not limited to, alignment to other Air Force and DoD activities ongoing within the TDP3 elements. The Contractor must provide technical and programmatic support for the implementation of tools and technologies in order to enhance their value (e.g. transition of technology to fielded systems). The Contractor must assist Government organizations with deployment, installation, training, and use associated with tradespace decision support capabilities as required by each Task Order.

Objective 3 – Acquisition Tradespace Tool Maturation and Integration

The Contractor must mature the suite of tradespace decision support tools, to include MS&A capabilities across Air Force and DoD continuous capability planning as required by each Task Order. The Contractor must mature the related TDP3 infrastructure pillars needed to support a robust decision support and experimentation capability. Maturation efforts include, but are not limited to, the support of the TDP3 components highlighted below. This effort may include additional research and development in order to incorporate new methods, automation, and reporting capability to extend the use of this technology to the Government.

- Tools: Delivery of experimentation and acquisition analysis services, methodologies (e.g. TSE and MATE), and related innovation tools and software products.
- Data: Direct support to developing the data architecture needed to execute the tools/capability described above.
- People: Services to enable the application of the capabilities described above and execute required use cases and analytic efforts for Air Force and DoD organizations.
- Processes: Development of appropriate processes to support early acquisition analysis and tradespace decisions with the capabilities described above.
- Partnerships: Coordination across a wide range of Air Force and DoD stakeholders to enable collaborative engagement in support of early acquisition analysis and decision-making.

The Contractor must provide technical and programmatic support for the maturation and integration of tools/technologies in order to enhance their value (e.g. transition of technology to fielded systems). Once enhancements relating to necessary integration activities are complete, the Contractor must assist with deployment, installation, and use associated with the upgrade capabilities.

Objective 4 – Acquisition Analysis and Experimentation

The Contractor must provide the service to support analysis and decision support activities to include, but not limited to, multi-domain experimentation, experimentation campaigns, and tradespace use cases as required by each Task Order. The Contractor must provide qualified personnel to define, develop, and execute experimentations and use cases, to include capturing, documenting, and reporting of generated insight and outcomes. The Contractor must provide subject matter expertise, where required, related to analysis, acquisition, and weapon system capabilities.

The Contractor must provide qualified personnel to perform management, coordination, and administration of experimentations and use cases for providing insight to decision support activities. Requirements will be specified in each Task Order regarding the specific scope of work identified and required by the Government. This effort may include enhancement of the tradespace tool suite and related TDP3 pillars to provide advanced capabilities for acquisition and resourcing decision support.

5 Meeting Objectives

To accomplish the Meeting Objectives of each Task Order placed under this IDIQ contract, the Contractor must participate in the following meetings. Nothing discussed in any meetings or discussions between the Government and the Contractor must be construed as adding, deleting, or modifying contractual agreement without written authorization from the Contracting Officer (CO).

Meeting Objective 1 – Kickoff Meeting

Refer to specific instructions in each task order. Refer to Section F regarding meeting minutes.

Meeting Objective 2 – Ad hoc Technical / Work Status / Administrative Meetings

Refer to specific instructions in each task order. Refer to Section F regarding meeting minutes.

6 Contract-wide Objectives

Contract-wide Objective 1 – Project Management and Control Systems

The Contractor must provide a Program Manager for each Task Order who will be responsible for task management and supervision of Contractor personnel. The Program Manager must serve as the primary point of contact to the Government CR and/or ACR for all technical aspects of the required work. No personal services must be performed.

The Contractor must manage each project in coordination with the CR and/or ACR. The Contractor must use proven processes, analyses, and best practices to perform each requirement. The Contractor must provide qualified personnel to perform administrative and financial management functions during the course of each Task Order such as: scheduling of activities and milestones; describing and reporting status; outlining status; outlining contractor activity and progress toward accomplishment of objectives; studying safety issues; planning, financial forecasting, financial reporting of commitments and expenditures, and making recommendations on funding and funding changes; program planning; and describing in detail the overall results of each Task Order.

The Contractor must provide personnel for each task who are qualified to perform the required services (e.g. personnel with the appropriate combination of education, training and experience). Personnel in supervisory positions must be qualified and possess experience utilizing supervising techniques applicable to their field of expertise. The Contractor must provide its personnel with timely information relating to improvements, changes, and methods of operation required by each Task Order.

Contract-wide Objective 2 – Subcontract Management

Use of a Subcontractor by the Contractor will not relieve the Contractor of responsibility or accountability in the execution of this contract or any Task Order awarded under this contract. The Contractor must be fully responsible for the management, control, and performance of any Subcontractor used in conjunction with this contract or any Task Order awarded under this contract.

Contract-wide Objective 3 – Business Relations

A primary element of project success is the business relationship between the Contractor and the Government. Within this context, the GSA PM/COR and CR or ACR will monitor the Contractor's contribution to business relations and provide feedback to the Government (GSA and Government Client) and Contractor as required. The Contractor must make every effort to:

- Establish and maintain clear and constant communication channels with the applicable Government representatives. Timely communication is essential to meet shortened suspense dates particularly as it relates to documentation and informational meetings.
- Promptly identify PWS and/or business relationship issues of controversy and the bilateral

development and implementation of corrective action plans.

- Ensure professional and ethical behavior of Contractor personnel.
- Maintain effective and responsive Subcontractor management.
- Facilitate Contractor–Government collaboration for continuous improvement in completing PWS tasks, reducing risks, controlling costs, and meeting Task Order requirements.

Contract-wide Objective 4 – Team Continuity and Employee Retention

The Government recognizes the benefits of maintaining the continuity of Contractor personnel.

These benefits include, but are not limited to, retention of corporate knowledge, maximizing Contractor familiarization with required tasks, maintaining/increasing performance levels, timely schedule completion, and preserving organizational interfaces developed over time. These benefits are also of value to a Contractor. Within the context of effective and efficient personnel management, the Contractor must take reasonable and appropriate steps to retain qualified personnel provided for this contract and each Task Order awarded under this contract in order to maintain continuity and performance while effectively reducing costs to the Government.

Contract-wide Objective 5 – Contractor Response

The Contractor must provide a timely response within four business days to Government inquiries, requests for information or requests for contractual actions.

Contract-wide Objective 6 – Acquisition Support for Operations

To meet the overall objectives of this contract, the Contractor must use approved procedures to procure equipment, materials, software, spare parts, expendable supplies, and services in support of performing the requirements of this contract and each Task Order awarded under this contract. All purchases must be approved by the Government either as part of a Task Order award or as authorized by an approved purchasing system letter as applicable.

Purchase Procedures:

- General Procurements Requirements: The Contractors must follow applicable Government compliant purchase policies and procedures when making purchases under this contract or any Task Order awarded under this contract. These procedures include the use of Government source purchase methods and vehicles, such as GSA Schedules, when specifically authorized. The Contractor is authorized to make purchases as authorized in the task order award. The cost of all items approved for purchase by the Government will be reimbursed by the Government. The Contractor is authorized to apply G & A (general and administrative) charges to purchases if the cost of their purchasing staff is not directly charged to this contract/task order. All purchases become property of the U.S. Federal Government.
- Manufacturer's Literature and Drawings: The Contractor must obtain and store literature, manuals, and drawings that accompany purchased items or services on behalf of the Government while in use by the Contractor.
- Warranties: The Contractor must obtain, register, and retain all manufacturer commercial warranties. If manufacturer warranties are optional or if manufacturers offer optional warranty periods and/or provisions, the Contractor must obtain prior written authorization

from the Government as to which warranty periods and/or provisions to purchase. The Contractor must obtain verification of funding and prior approval for any purchase of optional warranty periods and/or provisions.. The Contractor must pursue remedies under the warranty if equipment fails during the warranty period. (Ref: Section F).

7 Additional Performance Requirements

Location of Work

The primary place of task performance will be specifically stated in each Task Order. Applicable Government regulation, directive, and/or guidance will apply to all work performed in Government facilities. (See Government Furnished Items – Facilities and Government Furnished Items – Equipment, below)

The Contractor must provide its own work locations for all employees that are not accommodated by the available Government Furnished facilities as noted in each Task Order.

Time of Work

Normal Hours

When work is performed on Government facilities, the Contractor must perform assigned tasks during the times stipulated in each Task Order.

Services Outside of Normal Hours

When workload demands exceed basic staffing levels or when work requires expedited performance to meet schedule constraints, the Government will communicate that need to the Contractor's Project Manager who is responsible for managing the Contractor's labor resources to meet the schedule constraints. The Contractor must draft contingency staffing plans to perform excessive or emergency work and must implement these plans when the occasion arises. Communications regarding extended hour work must be documented in writing, by email or otherwise, approved by the Government prior to any extended hour work being performed, and included in the contract administration file.

Holidays

Unless specifically authorized in writing by the CR and/or ACR, no work at Government facilities will be performed and no charges for such work will be incurred and/or billed to any Task Order under this contract on any of the Federal Holidays listed below:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day

Thanksgiving Day

Christmas Day

All holidays resulting from the issuance of an Executive Order by The President of the United States

Prior approval must be given by the CR and/or ACR for Contractor personnel to work in a Government facility on an observed holiday. The Contractor must submit holiday work requests for approval at least 10 business days before the work is to occur. The request must include the name of the Contractor employee(s), the number of hours requested, and a Government POC who will be available to sign the contractor in and out of the facility. If holiday work is approved by the CR and/or ACR, the contractor must only bill the Government at the established contract hourly rate, and not at a higher holiday/premium rate.

Contractor personnel may work at Contractor facilities on holidays according to Contractor employment policy. The Government will not pay holiday/premium pay for hours so worked.

Base Closures

If Contractor employees are working on Government facilities, the following stipulation applies. In the event of unplanned closure of the Government facility for any reason (e.g. natural disasters, military emergency, and Government shut-down or severe weather) the Contractor must make its best effort to mitigate loss of work time. This may be done by moving employees who work on Government installations to off-site locations, etc. If performance under this contract is not possible, the Contractor must take steps to assign employees to other projects on a temporary basis or place them in leave status to minimize non-productive costs to the Government under this contract or any Task Order awarded under this contract. Additional instructions may be provided by the CO on a case-by-case basis. Disagreements between the parties resulting from base closures must be settled through negotiations to the maximum extent possible or must otherwise be settled pursuant to the provisions of the Disputes provisions of this contract.

Work During Emergency Conditions

If Contractor employees are working on Government facilities, the following stipulation applies. There may be occasions when Government facilities will not be closed but performance of Services must be altered due to emergency conditions declared by the applicable authority. In this event an alternate work schedule (other than a standard 8-hour day, Monday-Friday but not to exceed 40 hours per week) will be implemented. The CR and/or ACR will negotiate an alternate work schedule with the Contractor in coordination with the GSA CO. A modified work schedule must be adopted for the duration of the declared emergency and the contractor must comply with the provisions of that alternate work schedule.

Performance at the Contractor's Facilities

Work performed at Contractor's work locations must be performed according to the Contractor's

standard commercial practice. However, the Contractor representatives at these locations must be available for interaction with Government employees between the hours of 0700 and 1800 local time at client location, Monday through Friday, with the exception of Government designated holidays or base closures. Proximity to the Government facility where the requirement is located is not an essential requirement, although is desirable.

Travel

Travel must be coordinated and authorized by the Contracting Officer or the Contracting Officer Representative prior to incurring costs. Contractor costs for travel will be reimbursed in accordance with FAR 31.205-46, in arrears. The travel costs shall be reasonable and allowable as defined in FAR 31.201 and in accordance with the limitations of the JTR.

The contractor shall invoice monthly on the basis of cost incurred. The contractor must provide documentation in support of all travel expenses. The contractor will not be reimbursed for local travel (within a 50-mile radius of the Government/contractor's facility) or commuter travel (commute from home to work site).

Invoice submissions including travel costs shall include completed travel expense sheets (i.e., travel voucher) for each trip and each employee who traveled. The travel expense report, receipts of \$75 or more (with exceptions being lodging and transportation), and supporting documentation (e.g., approval email for exceeding per diem rates, cost comparisons, etc.) shall be submitted with the invoice. Expense report(s) must include the traveler's name, dates of travel, destination, purpose of travel, Approval Authority documentation (e.g., copy of the e-mail authorizing travel by Government official), and cost for each trip. All travel costs shall be compiled into the Government provided travel expense sheet (PWS Addendum D) or similar document that has been determined to be acceptable by the Government. The entire submission shall be complete and organized to enable the Government to complete an efficient review. Submissions that are not complete and organized are subject to rejection.

Travel Destinations

Travel destinations will be identified in each task order.

General Travel Requirements and Authorization

The Government may authorize and require Contractor personnel to travel to participate in meetings, reviews, and other efforts as necessary to accomplish assigned tasks.

The following requirements apply –

- All travel plans (including agenda, itinerary, and dates), must be coordinated and approved by the CR and/or ACR prior to travel. The Contractor must submit travel plans for Government approval at least 10 business days before the travel is to occur, unless on an urgent basis and then at the earliest possible time.
- The Contractor must ensure that the requested travel costs do not exceed the amount authorized in each Task Order unless prior approval by the Government is received.
- A Trip report must be provided to CR and/or ACR within five business days upon completion of trip. (Ref: Section F)
- Reimbursement is not authorized for local travel, which is interpreted to be travel within a 50

mile radius of the primary place of performance.

- Recruitment and retention incentives in accordance with the Department of State Standardized Regulations (DSSR) may be authorized for contractors providing required support when in travel status. Danger Pay and Post (Hardship) Differential allowances for such travel will be authorized in accordance with the DSSR. The allowances for such costs must be identified separately. The allowance for a specific location, as determined by the Department of State Office of Allowances, will be considered effective when the contractor lands on the ground of such location (i.e. "wheels down").
- If OCONUS travel is required, the Contractor is required to comply with the Defense Base Act (DBA), which includes the requirement for the Contractor to carry DBA insurance.

Travel Funding and Reimbursement

Travel will be funded at the Task Order level.

The contractor will be reimbursed by the Government for travel and per diem expenses incurred by Contractor personnel to the extent authorized by applicable contract provisions and governing regulation. Travel costs are reimbursable in accordance with FAR 31.205-46. The Contractor must obtain approval from the responsible CR and/or ACR prior to performing travel for which reimbursement will be requested. Conditions and limitations applying to travel associated under this contract are as follows:

- The Contractor will not be reimbursed local travel, within a 50 mile radius of the primary place of performance.
- Travel greater than a 50-mile radius from the primary place of performance is considered distant travel. Such travel necessitated by government or temporary assignments for such purposes as training, symposia, conferences, technical performance of work, and other purposes as approved by the CR and/or ACR is reimbursable. When TDY travel is required per diem costs are reimbursable.
- The Contractor must use the most economical means of transportation consistent with accomplishment of this contract or any Task Order award under this contract and to limit major costs. Items such as airfare, vehicle rental, mileage rates, and per diem allowances are reimbursable to the extent that they do not exceed the maximum rates in effect at the time of travel as set forth in the Federal Joint Travel Regulations (JTR).
- Reimbursement claims must include proof of payment and will be certified by the responsible CR and/or ACR or certifying officer. To aid in the timely and efficient review of such travel claims, the Government has a travel expense template available for contractor review and use.

Limitations on Contractor Performance

The Contractor must NOT perform the following actions during performance of any task order placed under this IDIQ contract.

- Approve, decide, or sign as a Contracting Officer;
- Negotiate with Government suppliers;
- Accept or reject supplies or services;
- Determine acquisition, disposition, or disposal of Government property;

- Direct other Contractor or Government personnel;
- Determine cost reasonableness, allowability, or allocability;
- Vote on a Source Selection board;
- Supervise Government personnel;
- Approve Government requirements or plans;
- Determine government policy.

Personnel Qualifications

The Contractor must provide personnel with appropriate qualifications, experience, education and security clearance level according to the requirements of each Task Order for the Government's approval.

The following minimum education and experience levels apply to personnel required for this contract. Relevant experience may be substituted for formal education. Waiver will be granted by the Government on a case-by-case basis at the sole discretion of the Government.

The Contractor must furnish adequate documentation to substantiate compliance with this requirement for each assigned staff member. The Contractor must certify as to the accuracy and completeness of the supporting documentation.

NOTE: The Contractor or the individual employees must be responsible for their own training to be qualified to perform this contract. Unless specialized training is specifically identified and authorized by the Government, in writing (See Government Furnished Items – Training, below), the Contractor must not bill the Government as a direct charge to a specific task for employee time spent in training or for the costs of such contractor required training that is necessary for job eligibility.

(a) Program Manager:

Educational Requirements: Bachelor's degree in a technical or scientific career field (e.g. Engineering, Physical Science, Mathematics, Information Systems), and/or Business Administration from an accredited college or university.

Experience Requirements: Ten years of intensive and progressive experience in managing engineering, scientific, or information technology programs. The Program Manager must also have demonstrated capability in the overall management of multi-task contracts of this type and/or complexity.

OR

(b) Project Manager:

Educational Requirements: Must possess a bachelor's degree from an accredited college or university in a field applicable to this position (i.e., Computer Science, Information

Systems, Engineering or Business) or a related scientific or technical discipline.

Experience Requirements: Six years of intensive and progressive experience demonstrating the required proficiency levels related to the objectives of this contract. The Project Manager must also have demonstrated capability in the overall management of complex tasks and strong team building skills.

Exceptions to Personnel Qualifications

The Government, at its sole discretion, may consider substitutions and/or requests for deviation from any of the above personnel qualifications (e.g., experience in lieu of education), if to do so would be in the best interest of the Government.

The Government will accept nationally recognized experts and other people well qualified in the various labor categories in lieu of specified degree requirements on a case by case basis. When requested by the Government, the Contractor must furnish in its response to the CR and/or ACR the specific qualifications of each individual proposed to work on each Task Order. If Key Personnel are proposed in the Contractor's Project Plan that the Contractor claims are nationally recognized experts or otherwise well qualified individuals, sufficient detail should be given to allow Government evaluators to verify this claim. Examples of special qualifications that must be recognized by the Government include, but are not limited to: (a) possessing several years of experience in the discipline(s) required for this effort; (b) contributing as author or noted expert in publications noted for the expertise which is sought by this contract or Task Orders awarded under this contract; (c) presentations at national level conferences; (d) patents issued; (e) copyrights issued; (f) membership in professional affiliations related to expertise which is sought by this contract or Task Orders awarded under this contract; (g) university affiliation that substantiates required expertise; and (h) special recognition(s), awards, and honors relating to expertise which is sought by this contract or Task Orders awarded under this contract. All nationally recognized experts must adhere to the same security clearance requirements, standards of conduct, and moral and ethical requirements required by this contract and each Task Order issued under this contract. The CR and/or ACR reserves the right to disapprove personnel not believed to be technically qualified.

Key Personnel

Definition & List of Key Personnel

Key Personnel are defined as those individuals who are so essential to the work being performed that the Contractor must not divert them to other projects or replace them without receiving prior approval from the CO. This includes substitution of those originally proposed at the time of contract or Task Order award*. Substituted personnel must have equal or better qualifications than the person they replace, subject to the Government's discretion.

The following Contractor personnel will be considered to be "Key Personnel" under this contract or and its resulting Task Orders. Additional key personnel may be identified in individual task orders.

- Program Manager or Project Manager

**Note: Failure of the Contractor to furnish proposed key personnel must be viewed as a breach of contract and may be grounds for a default determination by the Government.*

Key Personnel Substitution

The Contractor must not remove or replace any personnel designated as Key Personnel without making a written request to and receiving written concurrence from the CO. The Contractor's request for a change to Key Personnel must be made no later than ten (10) calendar days in advance of any proposed substitute(s) and must include a justification for the change. The request must (1) indicate the labor category or labor categories affected by the proposed change, (2) include resume(s) of the proposed substitute in sufficient detail to allow the Government to assess their qualifications, experience, and security clearance level, and (3) include a statement addressing the impact of the change on the Contractor's performance. Requests for substitution will not be unreasonably withheld by the Government. The Government will accept initial Contractor Key Personnel at time of contract or Task Order award. Replacement Key Personnel will be accepted to the contract or Task Order by the Government. If the Government determines that the proposed substitution, or the removal of personnel without substitution or replacement, is unacceptable or would impair the successful performance of the work, the CO will request corrective action. Should the Contractor fail to take necessary and timely corrective action, the Government may exercise its rights under the Disputes provisions of this contract or take other action as authorized under the provisions of this contract or task order or pursue other legal remedies allowable by law.

Non-Key Personnel Substitutions

Although Government acceptance is not required prior to replacing any of its staff who are not designated as Key Personnel, the Contractor must ensure that all proposed replacements (temporary or permanent) meet the security requirements for the replaced individual and all substituted personnel must have equal or better qualifications than the individual they replace, subject to the Government's discretion.

Additionally, the Government requests the courtesy of being immediately informed of any potential vacancy and prior to any staff member being removed, rotated, re-assigned, diverted or replaced.

Continuity of Qualified Personnel

It is essential that the Contractor maintain sufficient staffing levels to accomplish all required tasks. This includes a sufficient number of personnel with appropriate security clearance to handle, store, work with, generate, and manage any classified information associated with this contract and any Task Orders awarded under this contract. This is especially

essential when skilled personnel are not readily available to fill a vacant position (due to resignation, maternity leave, etc.) and the Contractor must rely on a single employee to fill one or multiple roles. The Contractor must do everything possible to ensure continuity of effort by using the same personnel, including Key Personnel, throughout the entire period of performance of this contract and Task Orders awarded under this contract. However, if an individual leaves the Contractor before the period of performance ends, the Contractor must provide the Government with an individual who meets the minimum qualifications, as stipulated above in this PWS Section 7 – Personnel Qualifications and Staff Employee Requirements, and who has comparable qualifications and security clearances.

During any transition of personnel, the Contractor must make every effort to perform tasks without loss of service days to the Government. This may necessitate the use of temporary personnel to fill short term gaps between permanently assigned employees. Failure of the Contractor to employ an adequate number of qualified, appropriately cleared personnel will not be an excuse for failure to perform this work within the cost, performance, and delivery parameters of this contract or any Task Order awarded under this contract.

Contractor Employee Work Credentials

The Contractor must ensure personnel performing under this contract or any Task Orders awarded under this contract, including those of any subcontractor, have the proper credentials allowing them to work in the United States. Persons later found to be undocumented or illegal aliens will be remanded to the proper authorities.

Privacy Act Requirements

Work on this contract and Task Orders awarded under this contract may require that Contractor personnel have access to information which is subject to the Privacy Act of 1974. Personnel must adhere to the Privacy act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations when handling this information. Privacy Act information is considered sensitive and appropriate safeguards must be implemented by the Contractor. The Contractor is responsible for ensuring all Contractor personnel are briefed on privacy Act requirements.

Personal Services

This is not a “Personal Services” contract as defined by FAR 37.104. The government has taken the following steps and precautions to ensure that “Personal Services” employer-employee relationships are not created between Government and Contractor personnel during performance of this task order. Although Contractor personnel who furnish services under this contract are subject to Government technical oversight, the Government must not oversee Contractor personnel but will provide all direction through the Contractor’s designated representative(s) who is/are solely responsible for supervising and managing Contractor personnel. In further compliance with this regulation –

- All tasks will be initiated using approved Task Orders.

- All Government direction or approval of Contractor initiated suggestions must be documented in writing with a copy provided to the Contractor's Project Manager.
- All Government contract monitors must communicate with the Contractor through the approved Contractor management representative.
- All Government representatives responsible for managing task orders under this contract must be briefed on the avoidance of personal services and those actions that represent personal services, prior to assuming their contract or Task Order responsibilities.

Additionally, when working at Government facilities or otherwise representing the Government, the Contractor must take the following steps to preclude performing, or perception of performing "Personal Services" as stipulated in FAR 37.114(c).

- When answering the phone, attending contract/Task Order related meetings, or communicating via any electronic means, Contractor personnel must identify themselves as personnel of the firm for which they work, as well as giving other information such as their name and/or the Government office they support.
- Contractor personnel must wear badges that clearly identify them as Contractor personnel, in accordance with established agency badge requirements. The badge must be worn on the outermost garment between the neck and waist so the badge is visible at all times.
- Name plaques must be placed at Contractor personnel work areas (cubical or office) which clearly identify them as Contractor personnel. The plaques must be placed in a clearly visible location so they can be seen by all visitors and associated Government employees.

Rehabilitation Act Compliance (Section 508)

Unless otherwise exempt, all services and/or products provided in response to this requirement must comply with Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR part 1194).

The Contractor must support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

Additional information regarding Section 508 can be obtained from the following web sites.

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>

Operation of Privately Owned Vehicles on Government Installations

Contractor personnel must comply with all Government installation directives and regulations pertaining to operation of privately owned vehicles while on any Government installation in performance of work under this contract or any Task Order awarded under this contract. (e.g. on Wright-Patterson Air Force Base - per AFI 31-218, Motor Vehicle Traffic Supervision)

Physical Security of Government Facilities

The following provisions apply if Contractor employees are working at Government facilities, and the responsibilities listed below are included in the Task Order PWS (performance work statement).

Safeguarding Property

The Contractor must be responsible for safeguarding all Government property and office areas provided for Contractor use. The Contractor must observe and comply with the security provisions in effect at all applicable Government facilities. The Contractor may be required to open and secure safes and room(s) containing computer equipment used for classified processing. At the close of each work period, Government facilities, property, and materials must be secured. This includes signing a form such as an "End of Day Checklist", or other required form(s) for rooms, safes, and other Government facilities to which the Contractor has control or is assigned. Required identification badges must be worn and displayed at all times.

Key Control

The Contractor must establish and implement methods of ensuring that all keys/key cards issued to the Contractor by the Government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. Keys issued to the Contractor by the Government must not be duplicated. The Contractor must develop procedures covering key control that must be included in the Contractor's Quality Control Plan. Such procedures must include turn-in of any issued keys by personnel who no longer require access to locked areas.

The Contractor must immediately report any occurrences of lost and/or duplicated keys to the Contracting Officer and to the Government security representative or to the CR or ACR designated for this contract or for a Task Order awarded under this contract.

In the event keys, other than master keys, are lost or duplicated, the Contractor must, upon direction of the Contracting Officer, re-key or replace the affected lock or locks. However, the Government, at its option, may replace the affected lock or locks or perform re-keying.

The Contractor must prohibit the use of Government issued keys by any persons other than the Contractor's personnel who are authorized entrance by the controlled area monitor, CR or ACR, or CO.

Lock Combinations

The Contractor must establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The Contractor must assist Government security representatives or the CR or ACR designated with changing lock combinations when individuals having access to the combinations no longer have a need to know such combinations. These procedures must be included in the Contractor's Quality Control Plan.

Safety Requirements

In performing work under this contract, the Contractor must:

- Take such additional immediate precautions as the Government may reasonably require for safety and mishap prevention purposes.
- Adhere to the applicable Government safety plans for the protection of Government facilities and/or property for a safe environment. The Government safety plans must be maintained, with the Contractor's assistance, as required, in order to reflect current standard operating procedures.
- Provide protection to Government property in order to prevent damage during the period of time the property is under the control or in possession of the Contractor.
- Include a clause in all subcontracts to require Subcontractors to comply with the safety provisions of this contract and any Task Order awarded under this contract.
- Record and report promptly (target: within one hour) to the Government and CR and/or ACR all available facts relating to each instance of damage to Government property or injury to either Contractor or Government personnel.
- In the event of an accident/mishap, take reasonable and prudent action to establish control of the accident/mishap scene in order to prevent further damage to persons or property and preserve evidence until released by the accident/mishap investigative authority through the Government, CR and/or ACR.
- If the Government elects to conduct an investigation of the accident/mishap, the Contractor and Contractor personnel must cooperate fully with the Government in the conduct of investigation until the investigation is completed/closed.
- Include a clause in each applicable Subcontract requiring Subcontractor personnel cooperation in accident/mishap reporting and investigation.

Performance of Services during a Crisis

In the event of a crisis, as defined by the National Command Authority or Overseas Combatant Commander, the Government may require the Contractor to perform services that are deemed essential for performance according to DoDI 3020.37. In such cases, the Contractor must continue the performance of services as documented in this contract and any Task Order awarded under this contract in order to support the warfighter, as directed by the CO, and subsequently documented in this contract or a Task Order awarded under this contract.

8 Government Furnished Items

Government Furnished Items must be identified on each Task Order awarded under this contract.

9 Security Requirements

Security Requirements – General

Any Task Order awarded under this contract may involve the Contractor having access to and/or safeguarding For Official Use Only (FOUO), Confidential, Secret, TOP SECRET, and any other classified information/material. Contractor personnel must be able to meet the specific security requirements identified in the Task Orders awarded under this contract. If applicable, the Government will issue a DD Form 254, "Contract Security Classification Specification". The DD Form 254 will govern the security requirements of any Task Order requirement and will provide specific instructions for security guidance. Government furnished data and information generated by the Contractor as a result of performing tasks may be sensitive or classified. The Contractor must handle all sensitive and classified information in a secure manner, in accordance with prescribed security procedures and regulations.

All Contractor employees will be required to meet Government requirements for the issuance of a CAC Card, as required by any Task Order awarded under this contract.

Contractor personnel may be subject to a polygraph, as required by any Task Order awarded under this contract.

Contractor personnel must not release or remove system documentation, data, or reports generated by or through use of Government systems. All requests for information must be forwarded to the Government Technical Representative, as required by any Task Order awarded under this contract.

The CR and/or ACR will assist Contractor personnel in processing the necessary forms to obtain base or area badges for access to Government facilities.

The Contractor must not divulge any information regarding files, data, process activities/functions, user IDs, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. Contractor personnel must abide by all Government rules, procedures, and standard of conduct. Contractors will require access to Government Automated Information Systems (AIS) and must have background investigations and security awareness training completed prior to the start of contract or Task Order performance. When the period of performance is complete and/or Contractor personnel leave work on this contract or any Task Order awarded under this contract, they will have 5 days to terminate all their network user accounts and to return all access cards and base/facility identification badges.

Personal Identity Verification of Contractor Personnel

The following clause is incorporated.

FAR 52.204-9, Personal Identity Verification of Contractor Personnel. (Jan 2006)

(a) The Contractor must comply with agency personal identity verification procedures identified

in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

- (b) The Contractor must insert this clause in all subcontracts when the Subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

Contractor Facility Security Requirements

The Contractor must comply with any Facility Security Clearance requirements outlined in DD Form 254s issued by the Government in conjunction with and when required by any task order awards. This requirement includes any Contractor facility where work will be performed requiring security clearances.

Security Clearance Requirement

Security clearance requirements must be included in each individual task order.

Subcontractor DD254 Submission

The Contractor must submit a DD Form 254, as required by any Task Order awarded under this contract, for all assigned Subcontractors within 30 calendar days after Task Order award. (Ref: Section F).

Common Access Cards

If required by a task order, the Contractor must obtain Common Access Cards for its employees. In this event, as soon as possible before the date Contractor operations will begin on the Government installation, the Contractor must comply with the provisions and procedures of the pertinent clause regarding Common Access Cards (CACs) for Contractor Personnel (the Air Force clause is AFFARS 5352.242-9001). The Contractor must be prepared to provide the following information for CAC processing.

- The name, address, and telephone number of Contractor representative and designated alternate in the U.S. or overseas area, as appropriate;
- The contract/Task Order number and relevant agency client name;
- The highest classification category of information (e.g. defense information) to which Contractor personnel will have access;
- The Government installations in the U.S. (in overseas areas, identify only the APO number(s) where the work under this contract or Task Order awarded under this contract will be performed;
- The date Contractor operations will begin at the Government installation in the U.S. or in the overseas area;
- The estimated completion date of operations at the Government installation in the U.S. or in the overseas area; and
- Any changes to information previously provided under this clause.

The cognizant Security Office activity is shown in the distribution block of the DD Form 254, DoD Contract Security Classification Specification that will be issued to the Contractor.

This requirement is in addition to visit request procedures contained in DoD 5220.22-M, National Industrial Security Program Operating Manual.

Non-Disclosure Agreement

When specified in a Task Order, Contractor personnel (including temporary personnel) must complete and sign the attached "Contractor Employee Non-Disclosure Agreement". A copy of each signed and witnessed Non-Disclosure agreement must be submitted to the CR and/or ACR prior to performing any work under this contract. (Ref: Section F, Paragraph F.3 – Data Item Delivery Schedule, Item 11))

The Contractor must not release, publish, or disclose sensitive information to unauthorized personnel, and must protect such information in accordance with provisions of the following laws and any other pertinent laws and regulations governing the confidentiality of sensitive information:

- 18 U.S.C. 641 (Criminal Code: Public Money, Property or Records)
- 18 U.S.C. 1905 (Criminal Code: Disclosure of Confidential Information)
- Public Law 96-511 (Paperwork Reduction Act)

The Use of Foreign Nationals

Foreign nationals are defined as all persons not citizens of, not nationals of, or immigrant aliens to the United States of America. It is expected that some materials marked NOT RELEASABLE TO FOREIGN NATIONALS (NOFORN) may be passed to the Contractor in support of various tasks issued under this contract or a Task Order awarded under this contract. Any Foreign National will be prohibited from reviewing material with this handling caveat. Per DoD 5220.22-R, dated 17 Feb 87, paragraph 1-237, an immigrant alien is defined as any person lawfully admitted into the U.S. under an immigration visa for permanent residence.

Security Expenses

Contractors will not be entitled to any compensation for delays or expenses associated with complying with the security provisions of this contract or any Task Order awarded under this contract. Furthermore, nothing in the security provisions of this contract or Task Order awarded under this contract must excuse the Contractor from proceeding with the contract as required.

Contractor Visitor Group Security Agreements

In the event that a task order, placed under this contract, requires Contractor personnel to work on a Government installation for an extended period of time, the CR and/or ACR will coordinate a Contractor Visitor Group Security Agreements (VGSA), as required. The VGSA will detail the actions to be taken by each party to protect classified information involved in contract performance while Contractor employees work on the Government installation.

OPSEC Requirements

OPSEC requirements are necessary to reduce program vulnerability from successful adversary collection and exploitation of critical information. Contractor personnel will participate in OPSEC program activities. OPSEC will be applied to all activities under this contract and any resulting Task Order awarded under this contract. Critical Information lists will be provided by the government. OPSEC Surveys to measure the effectiveness of the OPSEC program may be conducted by the government.

10 Notices

Contracting Officer's Representative

The work to be performed under this contract is subject to monitoring by an assigned COR. The COR appointment letter, outlining the COR responsibilities under this contract and any Task Order awarded under this contract, will be provided to the Contractor under separate cover upon request. Questions concerning COR appointments should be addressed to the CO.

Task Management

In addition to the COR, the Government will assign a CR and/or ACR to manage and monitor the work under this contract or a Task Order awarded under this contract. One of these individuals may be assigned as the Government Project Manager. The Technical Representatives will participate in project meetings and review Task Order deliverables and will provide technical assistance and clarification required for the performance of each task. Refer to the attached QASP for specific information on project monitoring.

11 CPARS

CPARS Self-Assessment. Upon request by the Government, the contractor must submit a self-evaluation of their performance at least annually utilizing a Government provided template. From time of Government request, the contractor will have 9 business days (i.e. initial request due date of 1 week with an additional 2 business day follow-up) to provide input to the GSA COR. The contractor self-assessment will then be submitted to the Government client where they will utilize this information to formulate an independent performance evaluation that will be processed through the Contractor Performance Assessment Reporting System. The requirements of the FAR and its supplements as it pertains to CPARS reporting must be adhered to.

12 Period of Performance

SEE SECTION B

13 Packing, Marking, and Shipping

SEE SECTION D

14 Inspection and Acceptance

SEE SECTION E

15 Deliveries or Performance Requirements

SEE SECTION F

16 Post Award Evaluation of Contractor Performance

SEE SECTION G

17 Contact Information

SEE SECTION G

18 Additional Provisions

SEE SECTION H

19 PWS Attachments

Note: Workload Estimates and Government Furnished Equipment List will be provided with each Task Order, as required.

SEE SECTION J for listing of Attachments